



# Town of Wenham

Town Hall  
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Selectmen / Town Administrator  
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## MEMORANDUM

TO: Selectmen  
FROM: Peter Lombardi, Town Administrator  
RE: Town Administrator's Report  
DATE: March 3, 2016

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### Personnel

Emilie Cademartori has formally submitted her letter of resignation as Planning Coordinator effective March 15. Prior to posting the position, I made some modifications to the job description (see attached) which reflect the Board's desire to ensure that certain priority long-range strategic land use planning functions are addressed – namely an updated Open Space and Recreation Plan and eventually a Town-wide Master Plan. This position will be responsible for coordinating that work and for seeking grant funding where applicable to help bring in the resources that we need to move these important initiatives forward.

I intend to post the position early next week, with submissions due the first week of April. It will continue as a full-time position and will be paid at an hourly rate within the range recently adopted for this Grade 6A position (\$27.50-\$34.38/hour). During the interim, a consultant with municipal planning and conservation expertise will be working part-time to cover the Planning Office one or two days a week and to attend Conservation Commission, Planning Board, and Zoning Board of Appeals meetings to ensure that our land use boards will continue to be fully supported. A land use attorney from Kopelman & Paige will also be available to attend land use meetings as necessary.

### Essex Street Culvert Project

The Town has been working with our engineering consultants at Weston & Sampson to finalize the bid specifications for this culvert project. At this point, we have received all necessary state approvals and plan to advertise in the next two weeks, with bids due mid-April. Construction will take place over the summer months, during which time Essex Street will occasionally be narrowed down to one-lane. We have included a bid alternate to close the road down entirely for up to two weeks and will determine what cost savings will be realized through this option before making a decision to move forward with imposing a detour. The new culvert installation will be completed by September, with some ancillary road work wrapped up by the end of the construction season. As a reminder, the cost of this project, up to \$500,000, is covered entirely by state transportation grant funding.

**Pleasant Pond**

We are finalizing an Intermunicipal Agreement which will ensure that Hamilton will pay its proportionate share (based on sticker sales) of the costs associated with maintaining Pleasant Pond for FY17, including gatekeeper and lifeguard staffing throughout the summer months. Under this agreement, Wenham will continue to supervise operations at Pleasant Pond, and will have discretion over sticker fees and staffing levels.